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SECURITY INFORMATION

**CONFIDENTIAL**

30 October 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

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Minutes of 2nd Meeting 23 October 1951 1:30 P.M.

Present:



Sec./Career Service Committee

1. The minutes of the first meeting were approved as distributed.
2. The Working Group first considered whether the rating system should be separate from the system of evaluations. As a tentative measure, it was agreed that these two should be treated separately.
3. The Working Group next considered whether it was necessary to adopt more than one system of Performance Rating to meet the requirements of the different components of the Agency. It was tentatively agreed to limit the discussion to consideration of a single system. In view of this decision, consideration of job families in connection with Performance Rating was laid aside with the realization that this problem would again arise when the Working Group considered Evaluation of the employee.
4. There was considerable discussion of the manner in which job descriptions, or statement of duties and responsibilities, would be related to the performance rating. In view of the tentative status of job descriptions, the flexibility of personnel assignments, and the policy restricting distribution of job descriptions, it was tentatively agreed that the system would include a requirement that the rater and the employee indicate whether the job description had been consulted. There would be no requirement, however, that the job description be consulted, if it inadequately described the actual duties. If the job description was not used in the process of rating, the rating official would give an explanation for failing to do so.
5. [REDACTED] was requested to bring to the next meeting a revised Performance Rating Form based on the above discussions and on the Report, dated 14 June 1950, of the CIA Efficiency Rating Committee.

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6. It was agreed that at the next meeting the Working Group would consider Evaluation Systems and the relationship of evaluation to job families.

7. It was agreed that the next meeting would be held on Thursday, 1 November 1951, at 1:30 P.M.

8. The meeting adjourned at 3:45 P.M.

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Chairman

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